



Board of Trustees Meeting
Tuesday, July 29, 2008 5:00 p.m.

MINUTES

President Burtch called the meeting to order at 5:04 p.m.

IN ATTENDANCE

BOARD MEMBERS: John Burtch, Bryce Kurfees, John Magill, Charles Motil, Brian Perera and Amy Sharpe.

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Fiscal Officer; Jen Christensen, Technical Services Manager; Shahin Shoar, Media Services Manager; Liane Fenimore, Adults Services Staff Member; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; Vita Marinello, Circulation Manager; Jeff Stemen, Community Relations Staff Member; Mark Mangini, Reference Manager; Bonnie DeWitt, Lane Road Branch Manager; Kate Hastings, Youth Services Manager; Danna Armstrong, Miller Park Branch Manager; Davis Hertz, Computer Services Staff Member; John Forgos, John Forgos Associates; Jackee McKnight, UAPL Foundation; Mike Maxey, Square One IT and Nancy Roth, Administrative Secretary.

APPROVAL OF THE MINUTES

Magill made a motion to approve the minutes of the June 10, 2008 Board of Trustees meeting. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

PUBLIC COMMENTS

Burtch introduced Mike Maxey, business manager for Square One. Maxey said that his company is the IT partner for the city of Upper Arlington and the city of Hilliard. He said that while he understands the skepticism that surrounds a sales call, his company has services that could benefit the library. Maxey said his company provides many levels of IT service to its clients. He said that one client,

who has 70 remote locations, was able to save \$65,000 a year. He said that one banking client saved about \$45,000 a year.

Maxey said that the level of expertise that the library is looking for in their IT manager commands about an \$80,000 - \$100,000 salary in the industry. He said that Square One has various experts on staff that can provide support for any aspect of our computer system. Maxey said that he felt the company could meet the library's needs, although it would be a new venue for them. He said that they are members of the Upper Arlington Chamber of Commerce and Tech Columbus.

Burtch said that the written information Maxey had provided to him will be passed on to the Operations Committee for review.

UAPL FOUNDATION

McKnight distributed the minutes from the UAPL Foundation Board meeting. She said that plans were nearing completion for the major donor recognition plaques. She said the plaques were scheduled to be installed this week.

LIBRARY PLANNING REPORT

Burtch noted the presence of many staff members at the meeting. He said this was evidence of their strong interest in the project and the future of the library. He said that the Board needed more time to discuss the Planning Study recommendations than was practical at this meeting. He suggested that the Board devote a larger block of time for this discussion. He said that he did not want this study to end up on the shelf the way an earlier study did, but that the Board does need to reflect and to consider the current economic climate, the current Public Library Fund, as well as other considerations before making their decision.

Burtch said that he has had contact with several people interested in the project who feel that it is time to go forward with the plan. He noted that he had met with Larry Corbus, of Corbus Library Consultants and that Corbus had good information about alternatives for financing a large-scale project. Burtch suggested that the Board plan to meet on August 26th, but plan to meet at an earlier time and plan to stay longer than usual in order to allow ample time for discussion. He asked the Board if they would be available for this type of meeting.

Perera asked if this meeting was planned as a means of soliciting public reaction. Burtch said that while it would be a public meeting, he did not think that the Board was ready for public input or reaction yet, but needed time to formulate their own approach after asking questions and seeking additional information.

He said that Bill Wilson is available to come to the meeting on the 26th, as is Joel Snyder. Burtch said the real purpose would be to see if the Board could reach consensus about the next steps to take. Burtch said that he has had contact with Virginia Barney and Don Leach, who may want to participate in the meeting as well.

Burtch said that he learned from Larry Corbus that the property value in Upper Arlington is about 1.5 billion dollars. He noted that according to Corbus, with that base, it would not take a big bond issue to raise the amount of money needed for the outlined plan.

Magill said that he would not be available until about 4:00 p.m. on the 26th. Motil said that since the city is the library's taxing authority, it would be good to have some city representatives involved in the meeting. The Board did agree to an extended meeting on August 26th starting at 4:00 p.m. with the purpose of a thorough examination and discussion of the planning study. It was agreed that Moore should determine the extent of any staff involvement. Magill asked that the library website explain the nature of the extended meeting for the public.

ASSISTANT DIRECTOR'S REPORT

Porter said there were 85 participants in the most recent Read Down Fines opportunity on July 19th. She noted that this regular service continues to grow each time it is offered.

Porter said that a recent reptile program at Miller Park Branch Library had 125 participants, which is a new record for Miller Park.

Porter noted that Community Relations had created a half sheet flyer containing the Patron Standards of Conduct. She said these flyers are now readily available in all the departments if staff or patrons have questions about what is permissible.

Porter said that the library is the first library in the country to test a new VTLS product called Visualizer. She said that this allows patrons to conduct a more intuitive and faceted search of the library catalog in order to find materials or items of interest. She said that it has enhanced a patron's ability to do a key word search. She noted that patrons have made many comments about how difficult it was to search the regular catalog.

Porter said that the software was not free, but was made available at a very nominal fee and the library agreed to provide VTLS with feedback about Visualizer. Porter gave a brief demonstration of the Visualizer features for the Board.

DIRECTOR'S REPORT

Moore's written report is attached as an exhibit to these minutes. Moore said that she would like to schedule an Operations Committee meeting before the August Board meeting. She noted that the library staff have been working on reviewing printer/time management systems and are ready to present a recommendation to the committee in order to move forward with implementation.

Moore distributed worksheets comparing hour by hour circulation statistics from similar periods in July 2007 and 2008. She noted the increase over the year and the impact of the new 2Go collection that began on July 1st. She said that the 2Go collection had a circulation of 6791 for the first month. She said that patrons like the service and have been bringing items back on time. She said the library may try this with some new release books as well.

Moore showed the Board the new enviro-bag that will be rolled out at the Taste of UA. She noted that patrons and staff have requested alternatives to the plastic book bags.

Moore said that a new Bright Board has been installed in Youth Services and should save on printing costs for program announcements, etc.

Moore said the Fall Program Guide will be published in August and that there are a lot of good programs planned, including art programs and gardening programs, including one with Lisa Metcalf, the UA city horticulturist.

McNeil said that the library will be offering a program for parents about video gaming. She noted that Young Adult Librarian, Ellen Seeburger, will be hosting a teen café. McNeil noted that Jennifer Faure, the new Adult Programmer, has been great to work with and has many creative ideas for up-coming programs.

Moore said that she expects to have an interview with Chris Bournea next week.

Magill commended the library on the parent/child book discussion groups. He noted that having the author present at a recent meeting was very exciting for the people who attended. He said that the circulation statistics that Moore distributed were very interesting and said he would like to see them more frequently. Kurfees offered his congratulations to Chris Minx on the nice flow of articles that have recently appeared in the press. He also commented on the information in the Gannett Survey.

OPERATIONS COMMITTEE

Burtch passed the Square One information on to the committee. He said that he had not checked with the city about their experience with the company. He said the question is whether the library wants to outsource the IT manager functions.

Magill said that it is not a good practice to outsource leadership functions. He said there might be interest in outsourcing backup/disaster recovery functions. Moore noted that the current system is backed-up every night and that systems are in place for disaster recovery, etc. Moore also noted that the website is hosted by OhioNET so that their security protocols are the determining factor for the website.

Magill said that Operations will put the matter on the agenda for their next meeting. Kurfees noted that the Computer Services Department has functioned well without a manager, so outsourcing may be feasible. He said he would like an analysis of the pros and cons of using Square One. He said they might be able to bring cutting edge options to the table that the library would not otherwise have.

FINANCE COMMITTEE

McKeown's written report is included here.

Notes from the Library Fiscal Officer

The Library and Local Government Support Fund officially changed names to the Public Library Fund on June 20. Each June, the Ohio Department of Taxation is required to recertify or update the certification of estimated tax distributions for the current year. The recertification for calendar year 2008 indicates a 2% reduction from the certification issued in December 2007. The impact to all Ohio Libraries is a \$9,442,060 reduction. The Franklin County Budget Commission provided a revised distribution for the Franklin County libraries. Attached to my report is a copy of a pie chart of the Franklin County distribution with the cuts detailed for each library. The recertification for UAPL is a loss of \$66,000. Although the news isn't good, it's better than if public library funding had stayed on just a percentage of personal income tax. Of course, these figures are estimates. The actual receipts are reflective of the overall state's general tax revenue, so depending on how that flows in 2008, the library may receive more or less PLF\$ than the recertification.

FYI - The change in the certification of the PLF will be reflected in the July Ending Board Financial Reports, to be presented at the August Board meeting.

By the end of July, the Ohio Department of Taxation will release projections for the 2009 Public Library Fund. I submitted the library's 2009 Budget Request to the Franklin County Budget Commission, as approved by the Library Board at the May meeting. The budget is required to be submitted to the Franklin County Auditor's office by July 20. The Franklin County Budget Commission will meet on August 4 to approve the distribution of the 2009 Franklin County share of the Public Library Fund. No libraries have requested an appeal of the allocation

agreement for 2009. I should receive notification by mid August of the first certification of the library's share of the 2009 PLF.

Included in the Board packet is a resolution to amend the General Fund 2008 Permanent Appropriations. Funds need to be shifted from Books to Periodicals to pay for increases in costs of subscriptions for Tremont and Miller Park.

The title of Clerk Treasurer officially changed to Fiscal Officer effective June 20. A change was also made to the Deputy Clerk Treasurer title to Deputy Fiscal Officer. Internally, job descriptions will need to be updated to reflect these new statutory titles. The title also needs to be changed in the library's pay ranges for the Deputy.

As part of the Library Accounting Action Council, I have been working with the Ohio Library Council to update the Library Accounting Handbook to reflect the changes effective in June, the new PLF funding formula, and the changes to the public records law effective last fall. I am also a co-presenter for a New Fiscal Officer training to be held at the Westerville Library on July 31. As of July 21st, 36 attendees have registered for the workshop.

On June 12th, I attended an annual InfiniSource seminar at Hilb Rogal & Hobbs to review COBRA and any recent changes. The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain defined circumstances. The library currently has 2 former employees participating in the library's health & dental plans through COBRA eligibility. InfiniSource helps us administer the library's COBRA plan.

In June, we received notification that Hilb Rogal & Hobbs will be merging with Willis Group, with an expected close date of fourth quarter 2008. At that time, their name will change to Willis HRH. I spoke to our contacts at HRH and have received reassurance that this merger will not have a huge impact on our employee health plan services provided locally by HRH.

I have included in the Board packets copies of two spreadsheets that I presented to the Personnel Committee on June 25. The Salary Comparison Spreadsheet takes a look at 2008 Salaries by Department in comparison to 2007 salaries, by quarter and for the first half of the year. I have also noted some changes in staffing at the bottom of the spreadsheet. The Benefits Cost Comparison takes a look at the expenditures for employee benefits for the first 6 months of 2008, in comparison to the first 6 months of 2007. Items of note are detailed at the bottom of the spreadsheet.

In June, I renewed the library's participation in a group-rating program offered by Sheakley. As reported at the June Board meeting, the Ohio Bureau of Workers'

Compensation is undergoing a number of reforms, which is intended to address inequity within Ohio's group-rating program. BWC's Board of Directors voted to reduce the group-rating maximum discount from 90 percent to 85 percent for the policy year beginning July 1, 2008. On June 26, the BWC Board again lowered the maximum discount to 77% beginning July 1, 2009. It is anticipated that the ultimate goal of the BWC is to lower the maximum discount to between 50-60%. A coalition of representatives from associations that represent both private and public employers has joined together to work with the Bureau to preserve the maximum savings through group rating. The coalition has hired an expert actuary to review Ohio's program, BWC staff recommendations, and to make recommendations for the BWC's for consideration.

Effective July 1, the Internal Revenue Service increased the business mileage reimbursement rate from \$0.505 per mile to \$0.585 for the final six months of 2008. The increase is in response to the recent gasoline price increases. Other items included in the calculation of mileage rates are depreciation, insurance, and other fixed and variable costs. The library's policy is to reimburse employees for business travel at the current IRS mileage rate.

I have been working with our accounting software company to make a change to employee's paychecks to include the amount that the library's pays for the employee portion of OPERS. I expect the change to be implemented with the August 1st pay date.

In other payroll issues, my assistant and I have been busy working with current non-participating employees to enroll in direct deposit. All current employees must enroll by September 1. We have received favorable feedback from employees that previously were tentative about using direct deposit. The local bank branches have also been very helpful to our employees in this transition.

In June, I began the process for the September 1st renewal of the library's property & liability insurance. Ann and I met with a representative of a local agency that represents the Ohio Plan, an insurance plan that is designed specifically for political subdivisions. I also met with Bob Fenner, the library's agent with Thomas, Fenner & Woods. Mr. Fenner is working this summer with the library's current carriers to obtain a renewal quote, as well as obtaining alternate quotes from other insurance companies. A recommendation will be prepared for the Finance Committee to review in August, which will be prepared for Board action at the August Board meeting.

Earlier this month, the Metropolitan Educational Council's sent a letter to all MEC participants in the Ohio School Consortium's gas program. The purpose of the letter was to warn all participants the impact that the rising energy prices will have on the upcoming budget for natural gas. Due to the agreement approved this past year, the Consortium has locked in approximately 30% of the gas needed for the next five years. However, at this time, a 35% increase is

forecasted for the upcoming heating season. A detailed budget will be provided by the Consortium in August 2008.

In mid-July, the library received the environmental friendly book bags that will be offered for sale to the public. Ruth, Vita, and I have been working on ironing out the procedures for selling the items, and marketing it the public. We hope to announce to the general public attending Taste of UA on August 12, that the bags are available for purchase at the Tremont circulation desk.

The Ohio Library Council is holding a New Trustees workshop at the Westerville Public Library on September 27. According to OLC, "this workshop is designed to orient new or recently appointed library trustees (1-3 years of service) to their responsibilities as public library board members and to answer their most frequently asked questions." A copy of the agenda is available on the OLC website. If any Board members would like to attend, please let me know and I will register you for this workshop.

McKeown reviewed her written report highlighting the PLF certifications for 2008 and 2009. McKeown noted that the Finance Committee needs to schedule a meeting prior to the August Board meeting. McKeown said that Traveler's is not going to renew the library's Director & Officers and Employment Practices insurance coverage, primarily due to pending litigation. She said that she expects to have quotes from two other companies for coverage.

McKeown reminded the Board members about the OLC workshop for new Trustees. She said that anyone interested in attending should contact her and she will take care of the registration.

Kurfees made a motion to approve the June 2008 Financial Report. Motil seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 17-08
General Fund Donations

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the General Fund with sincere thanks the following donations:

- | | |
|---------|---|
| \$35.00 | Greater Columbus Branch of NLAPW
(National League of American Pen Women; a group of women who have demonstrated creative talents in art, letters, and music composition) |
| \$10.00 | Alberta Lindstrom in memory of Stanley Strong |

Perera made a motion to approve Resolution 17-08. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

18-08 RESOLUTION
2008 Appropriation Amendment

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2008 Appropriations:

GENERAL FUND 100

Appropriations

4100 Books	- 2,500
4200 Periodicals	+ 2,500

Motil made a motion to approve Resolution 18-08. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe.

PERSONNEL COMMITTEE

The minutes from the June 25th Personnel Committee are included here.

Personnel Committee Meeting
Wednesday, June 25, 2008 8:30 a.m.

Meeting Notes

IN ATTENDANCE: John Burtch, Bryce Kurfees, Ann Moore, Terri McKeown, Kate Porter, Julie Whitt, Nancy Roth

The meeting was called to order at 8:33 a.m.

OPERS PAYMENTS

Moore said that the committee and the Board had prior discussion about setting a cap on the library paying the employee portion of OPERS. Burtch said that he thought capping the benefit at the current 10% was appropriate. He asked if there was any indication from OPERS that additional raises in the rate were planned in the near future. McKeown said that she had recently received notice that the rates will remain the same for 2009. She said that in the past, OPERS has given substantial lead time before increases were instituted.

Kurfees said that in comparison to other local libraries, UAPL is generous in paying the 10% employee portion. He asked if the library details a complete compensation package for new employees. Whitt said that all new employees are given the information orally, but not in a written benefits package. She said that full-time employees are given more detailed information because their benefits differ substantially from part-time employees. McKeown said that the library does give an annual notification of pay raises and OPERS pickup to employees and that employees receive an annual statement from OPERS as well.

The committee agreed to recommend setting the cap at 10% to the full Board at the July meeting.

PERSONNEL POSITION CHANGES

Moore said that the position of Computer Services Manager has been vacant since the end of October 2007. She noted that Marcus Hensley has been acting as manager since that time. She said that following current trends, the position has been re-titled to Information Technology manager. She said that the position responsibilities and educational/experience requirements have been up-dated to more accurately reflect the true nature of the position. She said that the position has now been posted. There are a couple of internal candidates and the position has been posted through OLC and OhioNet as well. Moore said that because of the qualifications needed for the position, including supervisory experience, there have been fewer applicants than expected. Whitt said that there will be an ad in the Columbus Dispatch to reach a broader range of candidates. She said that interviewing should begin soon.

Moore said that the Adult Services manager position has still not been posted or filled. She said the pending space changes and the possibility of combining the Reference Department with Adult Services is another factor. If the departments combine, there may not be a need to fill the position. Moore said that most libraries do not have separate Adult and Reference departments. Moore noted that the Adult Services staff is extremely competent and have been able to run the department with minimal supervision. She noted that Kate Porter is offering that oversight.

Moore said that the other change involves the transfer of a long-time employee. She said that the ordering of youth materials has been in the hands of several people. As a result, there have been instances of duplicate ordering, conflicting classifications and processing and general inefficiencies.

Moore said that in looking at the problem, it became clear that the library needed a Youth Collection Development Specialist who would be in charge of all the ordering of youth materials for the whole system. She said that in talking with various Youth Services staff members, it also was clear that Laura Griffin, a

current employee, was well respected by everyone for her knowledge and expertise in this area. She has agreed to accept the position and will be located at Tremont and will report to Kate Hastings, Youth Services Manager. Moore said that it will be a lateral transfer for Griffin. She said that she did discuss this with Sue Porter, library legal counsel, before making the offer to Griffin. The change will be effective September 7th, after summer reading has concluded.

PAY RANGE ADJUSTMENT FOR 2009 & MERIT PLAN

Moore said that there had been no pay range adjustment since 2006, except for the adjustment to the Page range due to the new minimum wage law. Whitt distributed a chart outlining the initial ranges approved in 2005 and the adjustment made in 2006. McKeown distributed a copy of the current pay ranges. Moore said that the current pay system was approved with the recommendation that it be reviewed and adjusted every two years. She said this is the third year of that proposed cycle. McKeown said that the idea was to do benchmarking every couple of years and that this would help determine which ranges, if any, needed to be adjusted.

Moore said that last year, Whitt did benchmarking for some ranges, including managers and librarians, but did not look at all the ranges. She agreed that adjustments may not be needed, but that all the ranges do need to be benchmarked.

Whitt noted that there can be substantial differences between libraries in the job descriptions/responsibilities for positions with similar titles. She said that she has talked with Worthington. She said that they do not currently have a pay for performance system, but made a 2.5% adjustment for their complete pay scale system and that employees then got a 3% raise. She said that Westerville was supposed to start pay for performance, but she has not yet heard back from them as to the results.

Moore said that she would recommend that all the ranges be reviewed. Burtch agreed. Moore said that benchmarking could be done internally or a company such as Human Resources Department could be hired to do the benchmarking. Kurfees asked if OLC had resources for benchmarking. Moore said she would check with Lynda Murray about this. She noted that one employee will top out in 2009 under the current range system and another will top out in 2010 if there are no adjustments.

McKeown distributed a spreadsheet comparing salaries by department for the first and second quarter of 2008 with those of 2007. She said that no matter what system is in place, there are problems with long-time employees topping out. She said that the library needs to think about how to deal with those instances.

McKeown said that the impact of certain personnel items, such as the re-opening of Miller Park and open manager's positions, is noted on the spreadsheet. She said that in trying to keep the budget in line in order to free up funds for building projects, salaries need to be monitored since they are such a large part of the budget. She said that currently the library spends more on salaries and benefits than what is received from the PLF. She said the library will have to decide some philosophical issues regarding staffing and materials as those are major budget items. She also noted that the spreadsheet comparison does not include benefits costs.

McKeown distributed a separate benefits cost comparison spreadsheet. It was noted that the Worker's Comp for 2008 was a large increase due to a wage loss claim that was processed the previous year. The claim was small, but it resulted in a category change for the library which resulted in the premium increase. It is expected to be reduced over time, but Whitt noted that even higher rated entities are losing discounts with Worker's Comp.

Moore noted that although salaries are up 1.5% over last year, that programs have increased, circulation has increased and traffic at the library has increased. Burtch noted that the PLF will likely be less than expected as state general tax revenues are down. He said that there may be close to a 4% decrease in the PLF from the initial projections. The committee commented on the current economic situation throughout the state, noting that there were reasons for concern about continued funding levels. Kurfees said that he agreed with Moore about the need to look at ways to work more efficiently. He said he wants to see the amount received from the PLF in June and July.

McKeown said that she will be setting up a Finance Committee meeting. She said that committee needs to discuss ways to fund building improvements and that it may be necessary to scale back spending on materials. She said it is time for the library to prioritize. Kurfees suggested that library staff check out mindjet.com. He said that the website has suggestions and exercises to facilitate brainstorming and creative thinking. He said they may have a library component.

The committee noted that the library was lucky in the timing of the levy.

The committee moved on to discuss merit plans. Ann said that Westerville sets aside funds to reward outstanding performance by employees as part of their pay for performance compensation. Ann asked the committee if they wanted to move forward with planning a pay-for-performance system at UAPL. She noted that it would not be ready for implementation until 2010. Burtch said that there are too many other projects and issues for the Board and administration to handle at the present time. He said that he did not think this was the time to take on this project. Kurfees agreed that the timing was not right. Kurfees said that he would prefer to look at a system that rewards teams rather than individuals.

Moore said that she has requested some staff members from each department attend the next Board meeting as the Board continues the decision-making process about the library planning study. She said that it is important that the staff hear directly the factors that the Board has to consider and to feel that they have been a part of the process. McKeown said that staff involvement is important and perhaps a merit or incentive plan for managers would help the library to make decisions in the hard choices that lie ahead. Moore said that circulation is on track to reach 2,000,000 this year. She said that if that milestone is reached, she would like some library-wide recognition and celebration for the staff.

CELL PHONE ALLOWANCE

McKeown said that pagers had been provided to certain key staff members in the past. She said that these have been discontinued because they did not function reliably. Consequently, some staff members have been accessible in emergency situations via their personal cell phones.

McKeown said that she does not want to provide library paid cell phones to staff members. She said that the tax and public records implications are too difficult to tackle and that the documentation to keep track of personal vs. business calls would be difficult for employees and for the library. She said that the library could consider a cell phone allowance for employees who use their personal cell phones for business reasons. She said that the library would have to decide which employees needed to be accessible 24/7 and what type of documentation they would need to provide to receive the allowance.

There was discussion about the utilization of text messaging services and the various cell phone plans now available to the general public.

McKeown asked if the committee wanted to pursue the idea of a cell phone allowance. Burch said that exploration of the idea was okay, but that he did not think it was realistic to implement this allowance in the near future, given the many other issues and financial concerns the library has. He also noted the issues involved in the public records aspects of cell phone use by public employees is also a matter of concern to him. It was noted that the IT manager and the Facilities manager are the two individuals, along with the Director, who need to be accessible on a 24-hour basis.

PROFESSIONAL MEMBERSHIP REIMBURSEMENT

Moore said that the library currently reimburses up to \$150 of professional membership fees for full-time employees and part-time employees who work at least 1000 hours in the prior year. She said that this has not been changed in many years. Moore said that current ALA dues are \$120; OLC dues are approximately \$100 and PLA dues are \$50. She noted that there may also be

other professional societies that an employee may be interested in joining that relate to their job. Moore said that she would like to increase the amount for reimbursement to \$250 or \$300.

McKeown said that the library may want to set an increase just for managers. Burtch said that the employees should be active in professional organizations. Moore noted that current employees have been very active. It was agreed to look into the tax consequences of increasing the reimbursement and to solicit an opinion from legal counsel before taking any action.

TUITION REIMBURSEMENT

Moore said that the library currently reimburses up to \$600 a term for tuition for employees taking classes that are relevant to their position. She said that the cost at KSU for one library course is \$1,224. She said that currently no one is in class; but that Vita Marinello is due to begin in the fall. It was noted that only full-time staff are eligible for tuition reimbursement.

Kurfees asked how long employees are required to stay after receiving tuition reimbursements. Whitt said that currently employees are expected to stay with the library a year. She said that employees must receive a grade of "C" or better and that the reimbursement is made after the course is completed and the grade received.

McKeown said that the library may need to institute a cap on how many employees could participate at one time in order to control the cost. Kurfees suggested that the library make the reimbursements in installments over three years in order to encourage retention of the employee. McKeown said that she will need to investigate IRS regulations to see if there are tax applications or maximums that apply for such a benefit. She also noted that Westerville received some criticism from the public during their levy campaign because of the amount of money they spent on tuition reimbursements. Moore said that she will continue to gather information for further discussion at the next meeting.

McKeown said that she wanted to note that the IRS had just increased their 2008 mileage rate to \$0.585 per mile for businesses. She said that in view of the continued rise in gas prices, the library may want to consider instituting a cap on mileage reimbursement at some future point.

Burtch summarized the committee's actions.

- 1. The committee will submit a resolution to institute a cap on the library's payment of the OPERS employee's portion.*
- 2. Administration will explore benchmarking the current pay ranges.*
- 3. Administration will discuss the Personnel changes with legal counsel and prepare for approval by the full Board.*

4. *Administration will consult with legal counsel about the increase in Professional reimbursement, including possible tax consequences.*
5. *The committee will continue to discuss tuition reimbursement as information is gathered.*

Burtch also noted that a revision of the Personnel handbook should be instituted so that the changes discussed are reflected in the manual.

The meeting was adjourned at 9:38 a.m.

Burtch noted that the Personnel committee has begun a review of the Wage Classification scale. He said that this is being done earlier this year in order to be able to be thorough. He said there have been several position name changes that need to be reflected in the wage system, including Deputy Fiscal Officer, Collection Development Specialist, and IT manager. He noted that other than the Collection Development Specialist, these are title changes only and are not changes in job descriptions.

19-08 RESOLUTION
2008 Revised Pay Ranges

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the changes to job titles per the attached revised pay ranges for 2008:

(Please note that the title changes are in red)

The exhibit in support of Resolution 19-08 is included as an exhibit to these minutes. Kurfees made a motion to approve Resolution 19-08. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Burtch asked Moore to explain the Youth Collection Development Specialist to the Board. Moore said that the selection of materials is a very intensive process. She said that with several people doing ordering for Youth materials, there have been problems with duplicate orders being made and with orders being cancelled inadvertently. She said that it became clear that the system needed to be streamlined and that the way to do that was to have one person responsible for the ordering of all youth materials.

Moore said that all the Youth Services staff agreed that Laura Griffin was the best person for the task. She said that Laura will move to Tremont and will operate out of Technical Services, but will be under the supervision of Youth Services Manager, Kate Hastings. Moore noted that the transfer would be a lateral move.

Burtch said that since wages make up the largest portion of the budget it is important to think about the impact of any future building changes on job duties. He noted that there may be opportunities to consolidate duties. He said that this could free up funds to be used to help cover increased operating costs. Burtch said that the ideal would be to use the PLF revenue to cover operating expenses and to use levy revenue to keep the facility in shape. He noted that the wages and benefits currently exceed the PLF revenue.

Burtch said that the library currently pays the full portion of the employee's contribution to OPERS. He said that this benefit is far more generous than any other local library. He said that there are currently no plans known for another increase to the OPERS contribution. He noted that the suggestions has been made several times that the library consider putting a limit on this benefit and that the Personnel Committee recommended that the current 10% employee share paid by the library be set as the cap. Perera said that the Finance Committee agreed with this recommendation, especially since it would be instituted in advance of any change in the OPERS percentages. **Perera made a motion that the Upper Arlington Public Library impose an upper limit of 10% to the current benefit of the library's payment of the employee's portion of OPERS. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.**

Burtch noted that there would be further discussion about professional reimbursements and tuition reimbursement.

Perera made a motion to approve the Fiscal Officer's Personnel report for July 2008. Motil seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

<u>Effective Date</u>	<u>Employee</u>	<u>Current Rate</u>	<u>New Rate</u>	<u>Classification</u>	<u>PT/FT</u>
Terminations					
06/03/08	Megan Stillberger			Lib Asst I/Circ	T PT
06/19/08	Stefani Powell			Lib Asst II/Media	T PT
06/25/08	Jan Ellis			Lib Asst I	L PT
06/25/08	Joseph Wan			Lib Asst I/Circ	T PT
07/10/08	Stephen Kennedy			Lib Asst I/Circ	T PT
07/20/08	Chris Perry			Custodian	T PT

<u>Effective Date</u>	<u>Employee</u>	<u>Current Rate</u>	<u>New Rate</u>	<u>Classification</u>	<u>PT/FT</u>
-----------------------	-----------------	---------------------	-----------------	-----------------------	--------------

New hires

06/05/08	Hannah Bills	\$7.00 RA 101		Page	T PT
06/18/08	Mary Richardson	\$10.73 RA 104		Lib Asst II/Outreach	L PT
07/18/08	Robert Millspaugh	\$9.55 RA 103		Lib Asst I/Circ	T PT
07/18/08	Susan Sturgill	\$8.20 RA 102		Lib Aide	L PT
07/22/08	Kevin Humphries	\$9.55 RA 103		Lib Asst I/Circ	T PT

Change of Status

07/27/08	Mary Richardson	\$10.73 RA 104	\$12.58 RA 105	Lib Asst II to Lib Assoc I	L PT
09/07/08	Laura Griffin	\$1906.50 biweekly \$49,569 annual RA 108	\$1906.50 biweekly \$49,569 annual RA 108	Librarian Specialist to Collection Development Specialist /Youth	L FT T FT

FMLA Leave of Absence

07/07/08	Pamela Buesing Cole			Lib Assoc	L FT
07/09/08 to 07/22/08 (return to work date 07/23/08)	Nancy Alonzo			Librarian/Reference	T FT

Burtch said that he would request an Executive Session at the end of the meeting to discuss pending litigation.

PRESIDENT'S REPORT

Burtch said that he had nothing further. He noted that the most pressing issue is the facility and its needs, which was confirmed by the number of staff members present at the meeting. He said that there is a snowball effect in doing repairs. Burtch said the worst scenario would be for the library to spend money to fix something, only to have to re-do it in a couple of years when a different project gets underway. He said that the feeling from most people is that it is time to move forward. He asked Board members to email him if they have thoughts about the meeting on the 26th. He said that an agenda for the meeting will be given to the Board as soon as possible.

EXECUTIVE SESSION

Magill made a motion for the Board to enter into Executive Session for the purposes of discussing pending litigation. Perera seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

The Board went into Executive Session at 6:20 p.m.

The Board came out of Executive Session at 6:43 p.m.

Perera made a motion that the Board approve the settlement agreement in the Mary Austin case and authorize Moore to sign such legal documents as are necessary. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

20-08 RESOLUTION **2008 Estimated Resources Adjustment**

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following changes to the 2008 Estimated Resources (Revenue):

GENERAL FUND 100

2110 Public Library Fund	- \$66,005.67
8700 Refunds & Reimbursements	+\$ 55,000.00

McKeown explained that the resources adjustment reflect the change in the revenue from the Public Library Fund and the reimbursement from the insurance company from the legal settlement just approved by the Board.

Perera made a motion to approve Resolution 20-08. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

ADJOURNMENT

Motil made a motion to adjourn the meeting. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

The meeting was adjourned at 6:47 p.m.

John H. Burtch, President

Amy P. Sharpe, Secretary